



**REQUEST FOR PROPOSAL PS-#1116
WIA YOUTH SERVICES**

QUESTIONS AND ANSWERS

Updated: February 22, 2010

February 15, 2011

February 8, 2011

1. What happens if the full 25% match is not met?

Although page 11 of the RFP states "Submissions are required to demonstrate either in-kind or cash match resources of 25% from a variety of funding sources", proposals will be reviewed based on the entire submittal and failure to meet the match requirement will not preclude an evaluation of the proposal by the evaluation committee.

2. We would like clarification on the intent of the problem statement. Our understanding is that we are answering "who needs the services and why they need the four priority elements." Is this correct?

It is for the proposer to determine and develop an appropriate response to the question of the Problem Statement.

3. For Attachment C-3, will we need to submit the entire audit report (109 pages)?

Yes. All WIA contractors are required to provide a copy of their Independent Audit annually.

4. With regards to the requirement to have 80% of the enrollments by the end of October 2011, is it the Board's intent to have the bulk of these enrollments exited by the end of the 12 months?

Not necessarily. The Administrative Entity is looking to maximize services to youth and to see how a shorter service cycle works. We are specifying when enrollments should be completed as a way to assist us in judging contract performance.

5. There is flexibility in the requirement of that 80% be enrolled by October 2011?

It's a goal. In the proposal, the challenges to achieving this would need to be addressed if the proposer thinks it is an issue. Additionally, the contractor may address specific concerns during contract negotiation.

6. Does that apply to only In-School Youth or does it apply to Out-of-School Youth as well.

It is for both populations and total enrollments.

7. In-School Youth must have "Senior Status" at time of enrollment but would the program cover High School Seniors that are 16 years old?

Those would be decided by a case by case basis.

8. If given the target is Dropout and the RFP indicates Dropout and those "At Risk" of dropping out, how is it to be documented on the application and case management system?

They would be considered "In School" and would need another qualifying barrier. Their status as At Risk of Dropout should be documented in the case notes. We will work with the VOS system Administrator to see how this could be included in the case management system.

9. Does the 20% of funds being designated for Central and Coastal areas of the County including San Luis Obispo, reference the youth's residence or where they go to school? For instance, a youth living in

Arroyo Grande (south county) is going to a community school in San Luis Obispo may we count that enrollment/funds towards that 20% requirement?

In the example provided, the enrollment/funds expended would count towards the south county total since this requirement is referencing where the youth resides; not where the youth goes to school.

10. Clarification regarding the format of the actual writing of the proposal gives conflicting examples. Page 5 and page 47 both have instructions and they aren't exactly the same.

Page 5 is a General Services boiler plate outlining what the proposal should include. Page 47 provides instructions specific to the WIA services proposal. You should follow the format/instructions provided on page 47.

11. Proposal Narrative, page 47, indicates the entire project narrative is limited to a maximum of 15 pages, with Section A. Scope of Work - Problem Statement limited to 3 pages, Plan and Implementation limited to 8 pages, and Program Performance Measures & Outcomes are limited to 4 pages which total 15 pages. How is someone to answer B. Organizational Qualifications, Expertise and Performance if they are already maxed out at 15 pages? Unsure how to reference the answer.

Section "B. Organizational Qualifications, Expertise and Performance" should be labeled "B" and included it in the overall narrative and 15 page limit. A. Scope of Work and B. Organizational Qualifications, Expertise and Performance is all part of the Proposal Narrative. Item C. Budget has its own forms and does not count towards the 15 page limit.

12. Are the names of people listed on the Evaluations Committee ever made public?

Yes, after the fact.

13. Will the County accept 2 copies and 1 electronic version of the response to RFP 1116?

Yes